Support Levels for University of Bristol Examinations

The three main examination periods are held in January, May/June and August/September.

Please see http://www.bristol.ac.uk/exams/examinations/ for dates.

Outside Main Exam Periods

Examinations run by Schools outside the Main Exam Periods and not timetabled by Examinations Office (EO)

The EO will on request:
- book a central exam room
- provide desks and arrange for them to be set up and set down
- provide materials (answer books and graph paper)

You can request these services using the current ‘Exams request form’, which can be found using the following link http://www.bristol.ac.uk/exams/forms-notes/notes/outside-exams.doc
You will need to print your own exam paperwork (student lists, attendance lists etc), a template can be found using the following link http://www.bristol.ac.uk/exams/forms-notes/notes/paperwork-template.xls

Within Main Exam Periods

1 Examinations run in central rooms by the Examinations Office and timetabled by Examinations Office

The EO will:
- book an exam room
- provide desks and arrange for them to be set up and set down
- provide desk numbers and exam hall signage
- provide Assistant and Chief Invigilators (postgraduate research students)
- co-ordinate the allocation of Academic Invigilators
- print exam papers

You will need to ensure that originals are delivered to the Examinations Office by the published exam paper deadline.
- print exam paperwork (student lists, attendance lists etc)
- provide materials (answer books and graph paper)
- provide stationery and a guidance folder
- attend on the day to set out exam papers and materials, check the exam hall, advise invigilators, remain until the exam starts and return at the end of the exam session
- be on call to sort out queries regarding exam paper questions and provide advice to invigilators as necessary

These exams are requested via the UA reports which are completed on a yearly basis by Schools.
2 Examinations run in Schools and Timetabled by Examinations Office

The EO will **on request:**
- provide materials (answer books and graph paper)
  You can request materials by emailing exams-office@bristol.ac.uk.
- print exam papers (to be collected by the School from the EO)
  You will need to ensure that originals are delivered to the Examinations Office by the published exam paper deadline.

You will need to:
- book an exam room
- provide desks and arrange for them to be set up and set down
- organise academic invigilation
- organise Assistant Invigilators (postgraduate research students), a list is available on request from exams-office@bristol.ac.uk
- print exam paper (student lists, attendance lists etc) templates are available on our website at http://www.bristol.ac.uk/exams/forms/paperwork_template.xls
- attend on the day to set out exam papers and materials and ensure the exam is started and finished properly
- be on call to sort out queries regarding exam paper questions and provide advice to invigilators as necessary

These exams are requested via the UA reports which are completed on a yearly basis by Schools and on the exam constraints forms.

3 Examinations run in central rooms by Schools and timetabled by Examinations Office (by special arrangement)

The EO will:
- book an exam room
- provide desks and arrange for them to be set up and set down
- provide desk numbers and exam hall signage
- print exam papers (to be collected by the School from the EO)
  You will need to ensure that originals are delivered to the Examinations Office by the published exam paper deadline.
- provide materials (answer books and graph paper)
- provide stationery and a guidance folder
- check the room prior to the day of the examination, but will not be providing any service on the day.

You will need to:
- organise academic invigilation
- organise Assistant Invigilators (postgraduate research students), a list is available on request from exams-office@bristol.ac.uk
- print exam paperwork (student lists, attendance lists etc) templates are available on our website at http://www.bristol.ac.uk/exams/forms-notes/notes/paperwork-template.xls
- attend on the day to set out exam papers and materials and ensure the exam is started and finished properly
- be on call to sort out queries regarding exam paper questions and provide advice to invigilators as necessary

These exams are requested via the UA reports which are completed on a yearly basis by Schools and on the exam constraints forms and are by special arrangement.